

**THE REGULAR MEETING  
OF THE BLUE GRASS CITY COUNCIL  
BLUE GRASS, IOWA                      DECEMBER 4, 2017**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 4<sup>th</sup> day of December 2017, in the City Council Chambers of City Hall, 114 N. Mississippi Street, pursuant to law, with Mayor Timothy Brandenburg presiding, with the Pledge of Allegiance and a moment of reflection. The following Council members were present: Brad Schutte, James Goodin, Bonnie Strong, Chuck Barton and Lisa Smith. City Attorney William McCullough and City Engineer Mike Janecek were also in attendance.

**APPROVAL OF AGENDA:** Council member Schutte reported that Medic Executive Director Linda Frederikson had requested to remove Item #8 and place on the December 18, 2017 Council meeting Agenda due to an illness. Council member Goodin moved to approve the Agenda removing Item #8 and place on the December 18, 2017 Council meeting Agenda, seconded by Council member Strong. A roll call vote was taken: Goodin-aye, Strong-aye, Smith-aye, Barton-aye and Schutte-aye. Motion carried.

**MAYORAL COMMENTS:** Mayor Brandenburg announced the following: “Welcome to your Blue Grass City Council meeting. If you are not a member of the Fire, Ambulance, or Police Department, please turn off or silence your cell phones, pagers, etc. It is your right to be heard; however, please ask to be recognized by the Mayor. After being recognized, please stand and state your name and address. In an effort to keep the meeting on task, please limit your comments or concerns to several minutes. Thank you”.

**PUBLIC FORUM:** From those in attendance, there were none.

**CONSENT AGENDA:**

- 1. Motion to approve the minutes of the November 20, 2017 Council meeting**
- 2. Motion to adopt Resolution 2017-58 ref: authorizing an expenditure from the accumulated Tax Increment Financing Reserve**
- 3. Motion to adopt Resolution 2017-59 ref: authorizing an expenditure associated with the construction project of the Rehabilitation of North Mississippi Street**
- 4. Motion to approve the July 2017 Clerk’s Report, additional bills paid and revenue received**
- 5. Motion to approve the August 2017 Clerk’s Report, additional bills paid and revenue received**
- 6. Payment of claims**

Council member Strong asked for further clarification on various claims and inquired about the Water Revenue reported on the August Clerk’s Report. Council member Smith reported that she was very pleased with the published minutes of the November 20, 2017 meeting. Council member Smith moved to adopt the Consent Agenda as presented, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Goodin-aye, Barton-aye and Schutte-nay. Motion carried.

**AMBULANCE DEPARTMENT:**

- 7. Ambulance Department Report:** Due to the absence of Medic Executive Director Linda Frederikson, Council member Schutte gave the Ambulance Department Report as follows: for the fiscal year 2017-2018 there were a total of 794 dispatches; 518 transports with an overall Blue Grass Fire District average response time of 8.22 minutes.
- 8. Priority Dispatch:** (Previously removed from the Agenda and will be placed on the December 18, 2017 meeting Agenda)

**FIRE DEPARTMENT:** Fire Chief Brian Seamer reported the following:

- 9. Fire Department report:** The November 2017 report consisted of 27 calls with 99 on scene man-hours reported with 354 year-to-date calls for service reporting that the Department had responded to a structure fire that was a total loss. Seamer continued to report the following: the Department assisted

with the American Legion's 5K run reporting no injuries and that there would be a controlled burn training on December 17, 2017 at Lake Canyada.

**BUILDING COMMISSIONER:** Building Commissioner Jim Meyrer reported the following:

**10. Building Commissioner Report:** The November 2017 report consisted of 8 new homes currently under construction; 2 remodel projects; 4 building permits issued; 2 rental inspections reporting that 1 inspection had failed; 1 Home Occupancy Permit issued; Business Projects: has been in contact with the owner at the Relentless Rod and Custom Shop to resolve the stop work order as the owner has stated that he would make the appropriate corrections to be in compliance and finish the project; reported that he had reviewed the City's valuations on building permits fees and structure recommending that they be updated giving examples of his recommended changes. Discussion was held in regards to penalty and enforcement to landlords when their rental inspections fail. Council member Strong inquired about the remodel project on North Mississippi Street. Meyrer gave a brief synopsis of the remodel job reporting that the previous Building Commissioner had issued the original permit; however, he has since then been in contact with the owner. Council member Schutte expressed his concerns that no progress was being made to the vacated house on South Oak Lane as he recalls when the owner met with the Building Commissioner to reissue his building permit stating that there would be some major activity going on. Meyrer reported that he, too, has concerns on the fact that no activity has been made asking what recourse the City has. McCullough reported that the owner has until the permit expires or if the condition of the property is of such that it is deemed a nuisance and considered a dangerous building. Council member Smith requested that this item be placed on the January 2, 2018 meeting Agenda under the Building Commissioner's Report to give the Council an update. Council member Schutte asked if the City was tracking the expenditures associated with the business at 712 W. Mayne Street. The Clerk reported that liens have already been placed on the property; however, the owner had informed her last week that he had paid them off at the Treasurer's Office and once she has received confirmation that those had been paid, she would inform the Council. Meyrer reported that one of the stipulations on releasing the stop work order was that all liens be paid in full before releasing. He continued to brief the Council on what requirements were needed in order for him to reissue a building permit.

**ENGINEER REPORT:** City Engineer Mike Janecek reported the following:

**11. Engineer Report:** Janecek reported the following with the exception of Items #12 and #13:

Grunwald's Mayne Street Property: responding to emails with Mr. Grunwald to discuss the remaining items yet to be completed on his Site Plan; Prairie Woods Estates 3<sup>rd</sup> Addition: reported that the majority of the underground storm and sanitary sewer has been installed; therefore, he has been assisting with that project noting that the paving was put off until Spring of 2018; Mayne Street Overlay Project: final pay request was reviewed and corrected and was recommended for final payment and attended one Council meeting during the month of November.

**12. North Mississippi Street Rehabilitation Project:** Janecek reported that McClure Engineering had completed the revisions of the plans to have a 6 inch barrier curb with depressed curb at all driveways. He said that he anticipates that the project will let out for bid January 15, 2018 with construction to begin in March 2018. Janecek also reported that Iowa American Water Company was projecting to bid their construction project to run parallel with the City's project timeline. He said that the ADA Transition Plan was complete and approved by the IDOT.

**13. Update: I.D.N.R. NPDES Permit:** Previously, the City had received notification from the Iowa Department of Natural Resources (IDNR) mandating that the City comply with the new regulatory reporting in regards to the City's NPDES Permit.

Janecek reported that he had attended a telephone conference call in regards to the NAN02 technology and that Engineer Don Balis was in the process of submitting an extension letter for the City to the IDNR requesting a multi-year extension due to the INI work the City had done, the NAN02

technology, results the City was going to get from the City of Mediapolis and the dredging that will occur in the near future. Further discussion was held on the NAN02 technology.

**PUBLIC WORKS:** Public Works Director Lonnie Robertson reported the following:

**14. Public Works Department Report:** The November 2017 report consisted of the following: 24 Iowa-One Call locates; daily sewer checks; mowing of parks, City property and right-of-ways; serviced all the lift stations; cold patch on North Mississippi Street at the request of a resident; put up new signs and post; telephone conference with McClure Engineering and the IDNR; met with the contractor on the cleaning of the lagoon; preparing for winter as all plows and salters were mounted and in working condition; trimmed and cut down trees; assisted with the flag pole installation; called in street light outages and cleaned and put away equipment for the year.

**STREETS/PUBLIC SAFETY:**

**15. Parking Safety Concerns ref: Harrison/Genessee Street and North Mississippi Street:** Mayor Brandenburg reported that currently there are no parking signs or turn lanes striped on North Mississippi Street in front of Jeff's Market that would not allow parking; therefore, it was his opinion that if the City were to designate that particular area a no parking zone, they would be doing a disservice to Jeff's Market. Robertson recommended that the Council wait until the North Mississippi Street Rehabilitation Project was complete as there will be no parking in that particular area due to the five foot sidewalk and boulevard; therefore, the Council could then decide to place either a no parking sign or no parking form here to here sign. Mayor Brandenburg reported that he had asked that Sergeant Jahns further research the safety concerns on the yield sign at Harrison and Genessee Street and as of today, he has not gotten back with him. He said that Public Works had moved the yield sign forward to see if that would resolve the issue and apparently the issue remains a safety concern. Council member Strong reported that the trucks are again parked there. It was the consensus of the Council to replace the yield sign with a stop sign and have the Clerk draft an Ordinance Amendment and present to the Council at the next meeting.

**NUISANCE ABATEMENT(S):** Nuisance Committee Chair Barton reported the following:

**16. Nuisance Abatement(s):** Chair Barton referred to the "Concerned Citizens Log Book" reporting no new logs; however, a resident had telephoned and complained about a wood pile. Robertson reported that he followed up on the complaint and according to the Ordinance, the resident was in compliance; therefore, he would not define the wood pile as a nuisance. Council member Smith asked what the status was on the house on North Juniata Street where the bushes are overgrown and blocking the house numbers from the street for emergency vehicles. Mayor Brandenburg reported that the house numbers were visible from the street and that overgrown bushes were not defined as a nuisance. Discussion was held.

**ORDINANCE(S)/RESOLUTION(S):**

**17. First reading of Ordinance Amendment 2017-09 (waiving of the third reading) ref: adding Chapter 9.40 Fireworks to allow for the legal use of consumer grade fireworks on specified dates and times:** Council member Schutte reported that there was a correction made to the Amendment at the request of the Fire Chief. He then introduced a synopsis of the first reading of Ordinance Amendment 2017-09 commenting that the Amendment was on file at City Hall for review. Council member Schutte moved to accept the first reading of Ordinance Amendment 2017-09, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Goodin-aye, Barton-aye and Strong-aye. Motion carried.

**ECONOMIC DEVELOPMENT:**

**18. Update on future economic development:** Economic Development Chair Smith requested that this item remain on the Agenda so that she can be updated on any future economic development.

The Clerk reported that there was some interest on the City Hall complex and that she had explained to this individual that the Council had given a potential business until the end of the year to make their

decision and this individual agreed to wait until after the first of the year before making a proposal. Council member Smith inquired about the status of the Dale Grunwald development. Mayor Brandenburg reported that Mr. Grunwald had decided to wait until next year before any construction would begin. McCullough reminded the Council that the City has not officially approved Mr. Grunwald's Site Plan as Mr. Grunwald has not met all the requirements.

**POLICY & ADMINISTRATION:**

**19. Status of Office Space for Lease:** Mayor Brandenburg announced the name of the business being Hy-Vee Drug Town as they are still interested in leasing the office space; however, they were still waiting on Corporate as there are a lot of State laws to follow and adhere too; therefore, once he has more information, he would brief the Council. Council member Goodin expressed concerns on security issues with dealing with that type of business. Further discussion was held.

**COMMENTS AND FUTURE AGENDA ITEMS:** Resident Mark Wakefield asked what the status was on the Mediacom litigation. McCullough reported that Hopkins & Huebner would be requesting to meet with the Council after the first of the year to brief the Council.

**RECESS:** Council member Schutte moved to recess, seconded by Council member Strong. A roll call vote was taken: Schutte-aye, Strong-aye, Smith-aye, Barton-aye and Goodin-aye. Motion carried. The meeting recessed at 7:50 p.m.

Council member Schutte moved to return from recess, seconded by Council member Barton. A roll call vote was taken: Schutte-aye, Barton-aye, Strong-aye, Smith-aye and Goodin-aye. Motion carried. The meeting reconvened at 7:55 p.m.

**EMPLOYEE RELATION:**

**20. Review & Select Candidate ref: Part-Time Police Officer - Closed Session – Section 21.5(i) Code of Iowa:** Mayor Brandenburg referred to the Code of Iowa, Section 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered; therefore, stating that the City Council would be going into executive closed session. Council member Schutte moved to close the regular meeting and go into closed session, seconded by Council member Goodin. A roll call vote was taken: Schutte-aye, Goodin-aye, Strong-aye, Barton-aye and Smith-aye. Motion carried. The regular meeting was closed at 7:55 p.m.

Council member Barton moved to reopen the regular meeting, seconded by Council member Strong. A roll call vote was taken: Barton-aye, Strong-aye, Goodin-aye, Smith-aye and Schutte-aye. Motion carried. The regular meeting reconvened at 8:06 p.m.

Council member Goodin moved to offer employment as a part-time Police Officer to Shawn Sullivan at \$17.00 per hour with the stipulation that the applicant meet the 6-month probationary period and pass the pre-employment drug test, seconded by Council member Barton. A roll call vote was taken: Goodin-aye, Barton-aye, Strong-aye, Smith-aye and Schutte-aye. Motion carried.

**POLICY & ADMINISTRATION (Cont'd):**

**21. Personnel Evaluation(s) ref: upon request: Closed Session – Section 21.5(i) Code of Iowa:** Mayor Brandenburg referred to the Code of Iowa, Section 21.5 (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered; at which time Ann Schmidt requested a closed session. Council member Barton moved to close the regular meeting and go into closed session, seconded by Council member Smith. A roll call vote was taken: Barton-aye, Smith-aye, Schutte-aye, Goodin-aye and Strong-aye. Motion carried. The regular meeting was closed at 8:09 p.m.

Council member Schutte moved to reopen the regular meeting, seconded by Council member Goodin. A roll call vote was taken: Schutte-aye, Goodin-aye, Barton-aye, Smith-aye and Strong-aye. Motion carried. The regular meeting reconvened at 8:34 p.m.

Council member Strong moved to extend the City Clerk’s Contract for six months and that any increases would be retroactive once the final contract is approved by the Union, seconded by Council member Schutte. A roll call vote was taken: Strong-aye, Schutte-aye, Smith-aye, Goodin-aye and Barton-aye. Motion carried.

**ADJOURNMENT:** Council member Schutte made a motion to adjourn, seconded by Council member Goodin. A roll call vote was taken: Schutte-aye, Goodin-aye, Smith-aye, Barton-aye and Strong-aye. Motion carried. The meeting adjourned at 8:35 p.m.

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Mayor, Timothy Brandenburg

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Attest: Ann M. Schmidt, CMC, City Clerk/Financial Officer

**CLAIMS REPORT**

AHERN FIRE PROTECTION	BLDG & GROUNDS MAINT	150.00
AT&T	TELEPHONE/FAX	96.88
BP	VEHICLE OPER	433.06
CENTRAL STATES H & W FUND	HEALTH INSURANCE	8,258.00
CENTURYLINK	TELEPHONE/FAX	396.92
DICK-N-SONS LUMBER	BLDG & GROUNDS MAINT	16.37
DOWNING, ROBERT	TELEPHONE REIMB.	15.00
EASTERN IA COMM. COLLEGE	TRAINING/TRAVEL/SAFETY	50.00
HENNING, KEVIN	TELEPHONE REIMB.	15.00
HOT & SUDSY CAR WASH	VEHICLE OPER	60.00
ILLOWA INVESTMENT	STREET IMPROV.	3,200.00
MCCCLURE ENGINEERING ASSOC.	ENGINEERING	9,532.15
MCCULLOUGH, WILLIAM	LEGAL SERVICES	2,947.50
MENARDS	BLDG & GROUNDS MAINT	263.86
MEYRER, JIM	VEHICLE OPER	72.75
MIDWEST BREATHING AIR SYSTEMS	EQUIPMENT OPER	148.82
QC ANALYTICAL SERVICES	TESTING	2,522.12
QUAD CITY SAFETY	SAFETY EQUIP	205.80
ROBERTSON, LONNIE	TELEPHONE REIMB.	25.00
SANDRY FIRE SUPPLY	EQUIPMENT OPERATIONS	1,449.30
SCHMIDT, ANN	TELEPHONE REIMB.	25.00
TRI STATE FIRE CONTROL	EQUIPMENT OPER	1,176.00
VERIZON WIRELESS	TELEPHONE/INTERNET	339.84
<b>***** REPORT TOTAL *****</b>		<b>31,399.37</b>

**FUND TOTALS**

GENERAL FUND	7,424.69
SEWER FUND	9,294.20
RESERVES: STREET IMPROV.	5,597.75
ROAD USE FUND	3,283.88
EMPLOYEE BENEFITS FUND	4,718.85
TAX INCREMENT FINANCING	1,080.00
<b>FUND TOTALS:</b>	<b>31,399.37</b>

**ADDITIONAL BILLS PAID IN JULY 2017:**

PAYROLL	21,876.51
B.G. SAVINGS BANK (FEDERAL/FICA/MEDICARE W/H)	7,753.66
STATE OF IOWA (STATE W/H)	1,261.00
IPERS (PENSION W/H)	4,790.11
AMERICO (457 PLAN W/H)	150.00
TEAMSTERS (UNION DUES W/H)	150.24
CENTRAL STATES INSURANCE-EMPLOYEE CONTRIBUTION(S)	440.00
COLLECTION SERVICES CENTER-EMPLOYEE W/H	300.00
TREASURER, STATE OF IOWA-SALES TAX	930.00
BLUE GRASS POSTMASTER-POSTAGE	199.37
HOSTWAY-OFFICE OPERATIONS	5.95
INTERGEN, INC.-OPER SUPPLIES	60.00
BEST BUY-EQUIP OPERATIONS	39.98
DEPT. EDUCATION STUDENT-CON'T EDUCATION	2,794.58
MEDIC EMS-TRAINING	15.00
BLUE GRASS SAVINGS-OFFICE OPERATIONS	60.07
<b>TOTAL ADDITIONAL BILLS PAID:</b>	<b>40,826.47</b>

**FUND RECAP:**

GENERAL FUND	34,114.24
WATER FUND	797.00
SEWER FUND	3,484.68
ROAD USE FUND	2,330.87
SANITATION FUND	99.68
<b>TOTAL FUND RECAP:</b>	<b>40,826.47</b>

**TOTAL REVENUES RECEIVED FOR THE MONTH OF JULY 2017:**

GENERAL FUND	9,880.63
FIRE TOWNSHIP FUND	18,659.74
RESERVES: PUBLIC SAFETY BLDG.	32.42
RESERVES: PARK IMPROVEMENTS	75.00
ROAD USE FUND	18,811.79
EMPLOYEE BENEFITS	1,922.49
LOCAL OPTION SALES TAX	18,358.62
TAX INCREMENT FINANCING	3,037.95
MONEY MARKET RESERVE	1,698.55
WATER FUND	6,040.87
SEWER FUND	18,368.55
SANITATION FUND	6,402.91
<b>TOTAL REVENUE:</b>	<b>103,289.52</b>

**ADDITIONAL BILLS PAID IN AUGUST 2017:**

PAYROLL	22,443.46
B.G. SAVINGS BANK (FEDERAL/FICA/MEDICARE W/H)	7,853.32
STATE OF IOWA (STATE W/H)	1,275.00
IPERS (PENSION W/H)	4,883.99
AMERICO (457 PLAN W/H)	150.00
TEAMSTERS (UNION DUES W/H)	150.24
CENTRAL STATES INSURANCE-EMPLOYEE CONTRIBUTION(S)	440.00
COLLECTION SERVICES CENTER-EMPLOYEE W/H	300.00
TREASURER, STATE OF IOWA-SALES TAX	220.00
BLUE GRASS POSTMASTER-POSTAGE	663.54
HOSTWAY-OFFICE OPERATIONS	5.95
WALMART-EQUIP OPERATIONS	140.11
<b>TOTAL ADDITIONAL BILLS PAID:</b>	<b>38,525.61</b>

**FUND RECAP:**

GENERAL FUND	30,741.24
SEWER FUND	4,949.19
ROAD USE FUND	2,735.07
SANITATION FUND	100.11
<b>TOTAL FUND RECAP:</b>	<b>38,525.61</b>

**TOTAL REVENUES RECEIVED FOR THE MONTH OF AUGUST 2017:**

GENERAL FUND	6,721.31
FIRE TOWNSHIP FUND	3.39
RESERVES: PUBLIC SAFETY BLDG.	32.44
RESERVES: PARK IMPROVEMENTS	125.00
RESERVES: POLICE DEPARTMENT	150.00
ROAD USE FUND	19,441.99
EMPLOYEE BENEFITS	8.06
LOCAL OPTION SALES TAX	17,613.38
TAX INCREMENT FINANCING	1,010.61
MONEY MARKET RESERVE	1,700.06
WATER FUND	(1,327.41)
SEWER FUND	23,081.69
SANITATION FUND	7,580.69
<b>TOTAL REVENUE:</b>	<b>76,141.21</b>